



ISSUE 2 · FEB 2024

DEALER NEWSLETTER

MISSOURI DEPARTMENT OF REVENUE

Administrative Fee Change Opens February 1st

On August 28, 2021, Senate Bill (SB) 176 modified Section 301.558, RSMo to allow a licensed dealer the option to increase the maximum administrative fee they may charge from \$199 to \$500 and required any licensed dealer charging an administrative fee on vehicle sales to remit 10% of those fees to the Motor Vehicle Administration Technology Fund (Fund). This fund is for the development of an integrated motor vehicle and driver license system.

The maximum administrative fee permitted shall be increased annually by an amount equal to the percentage change in the annual average of the Consumer Price Index for All Urban Consumers as reported by the Federal Bureau of Labor Statistics, see 12 CSR 10.-26.230 for clarification. Effective February 1, 2024, the new maximum administrative fee has increased to \$587.43. To declare any changes to the amount of dealer administrative fees your dealership currently collects, please log on to your online account portal at mydmv.mo.gov no later than April 30, 2024 and complete the action item on the homepage. All dealers who wish to change the amount of administrative fee will be able to make changes during this time including the ability to start collecting if the dealer is currently opting out.

Dealer Renewal Season Recap

The Department continues to receive some dealer license applications for renewal daily, however all other applications received have been processed and worked accordingly. All renewed dealers should have received their license via USPS and dealer plates were sent via FedEx to the dealer's licensed location. If you have not received your license or plates please call the Dealer Licensing Section for assistance. NOTE: Dealer Licensing encountered a delay in processing dealer renewals due to a large number of missing and late sales reports requiring the application to be returned to the dealer as well as the number of applications received after December 1st.

How to Report Monthly Sales

The Department has received feedback concerning the Online Notice of Sale system and how to properly file the monthly dealer sales report. Below are the two required steps to filing the monthly sales report.

Step 1 - Submit Single Sale - Enter vehicle information for each vehicle sold and click submit or you may Submit Sales File and upload the prescribed sales file from your computer; AND Step 2 - File Monthly Sales Report - After all single sales are submitted or the sales file has been uploaded you MUST click on File Monthly Sales Report from the side menu. Select the month and year of report to file and click Get Sales Report; review all sales and once review is complete click Submit Sales Report.

Dealer Training Modules

The Department has been working on the development of training videos for all dealers. These trainings provide step-by-step instructions on how to properly file a notice of lien, how to renew a license, how to reset passwords, and much more. Please visit dor.mo.gov/motor-vehicle/dealers-lienholders/ to view these trainings. Be on the lookout for upcoming trainings covering step-by-step instructions on how to file monthly sales reports and how to issue temporary permits.

Dealer Licensing Contact

To contact one of our team members in the Dealer Licensing Section please call, 573-526-3669 and choose option 7. Our phone lines are open Monday - Friday, 8:00am to 4:30pm.